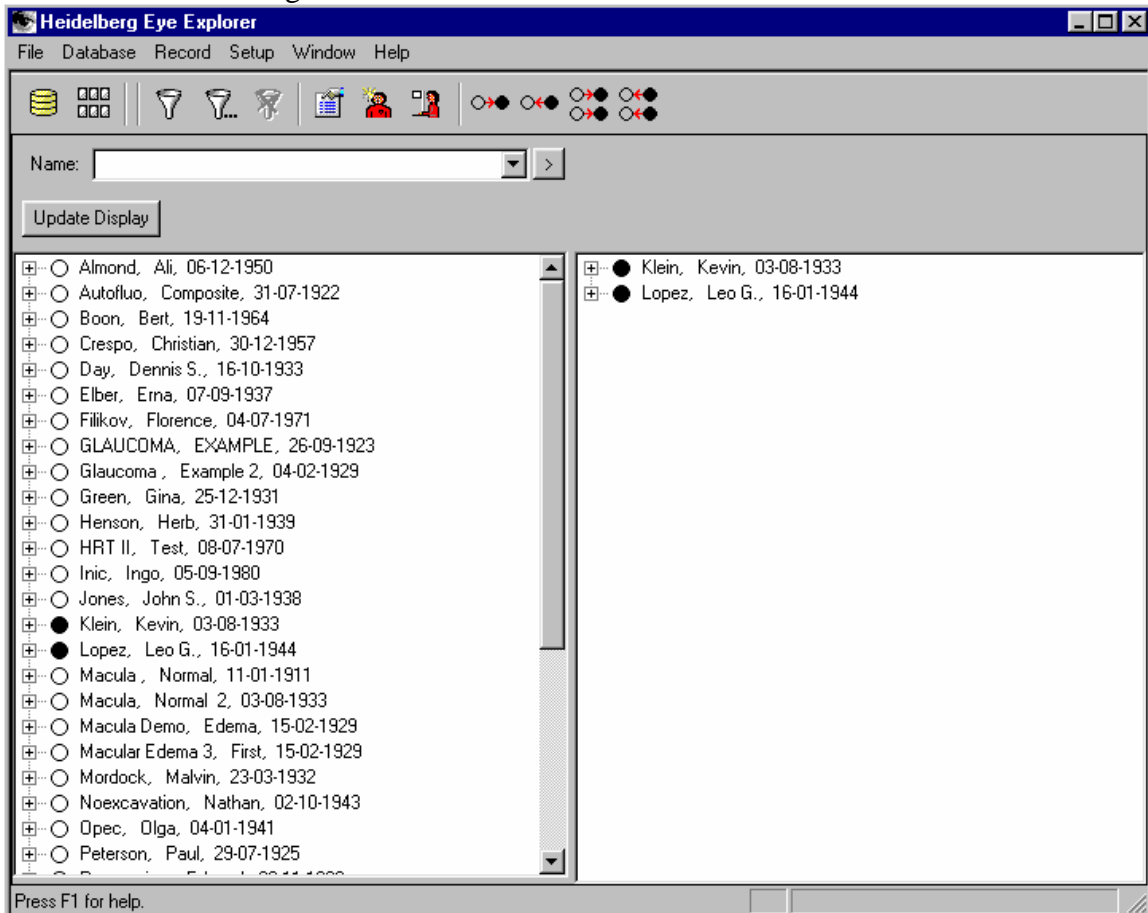


# Manipulation of Patient Data

## Merging patient exams when one was entered twice or spelled incorrectly.

An examination stored under an incorrect patient name can be moved/merged to the correct patient record. This will allow a follow-up comparison to be created.

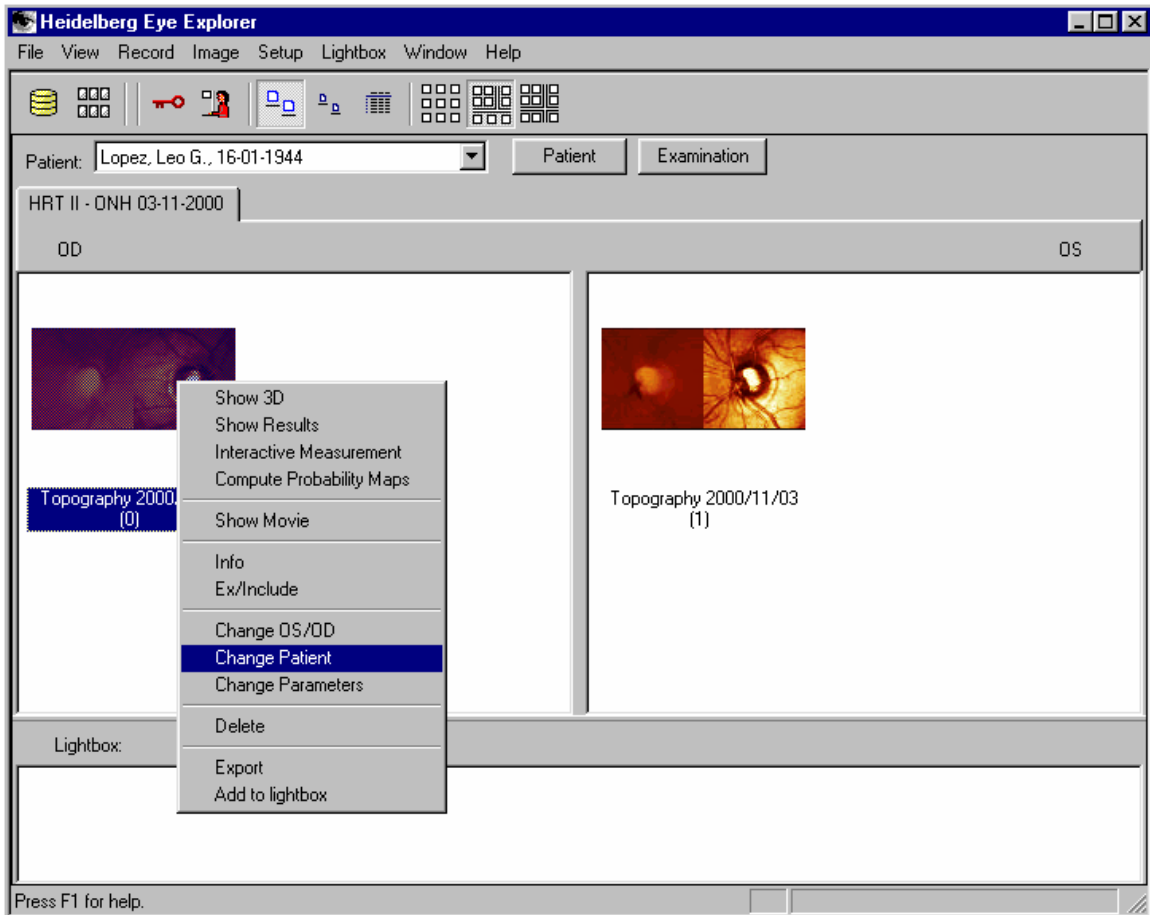
1. Click in the empty circles to the left of both patients' records that are involved to load them to the right of the database window.



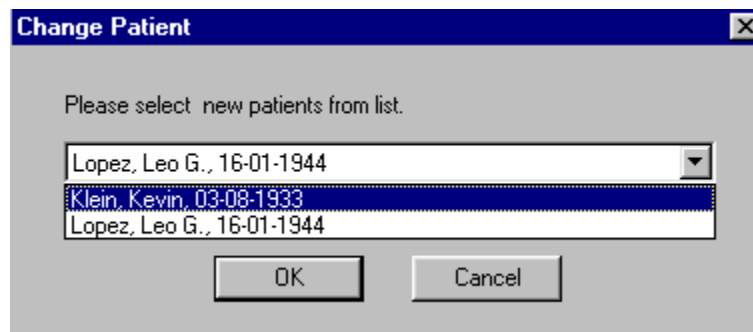
Please Note: At this point if both names are identical, one name must be changed for the move/merge process to work correctly. This can be done by right clicking on the patient's name on either side of the database window, then left clicking on Properties from the list that appears. The "Patient Data" window will open. You can type a different name here. (Ex. If the patient's name was "Smith" change that to "Test". This will make it distinctly different from the original name.)

2. Double-click on the name, containing images to be moved, in the right side of the database window to open the patient images.

3. Right-click on the preview Topography icon. Left-click on “Change Patient” from the list that appears.



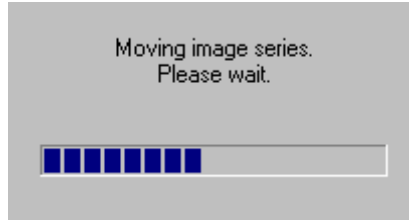
4. In the “Change Patient” window that opens. Click on the down arrow to the right on the name to drop-down a list of names. Left-click on the patient that you wish to change the images to.



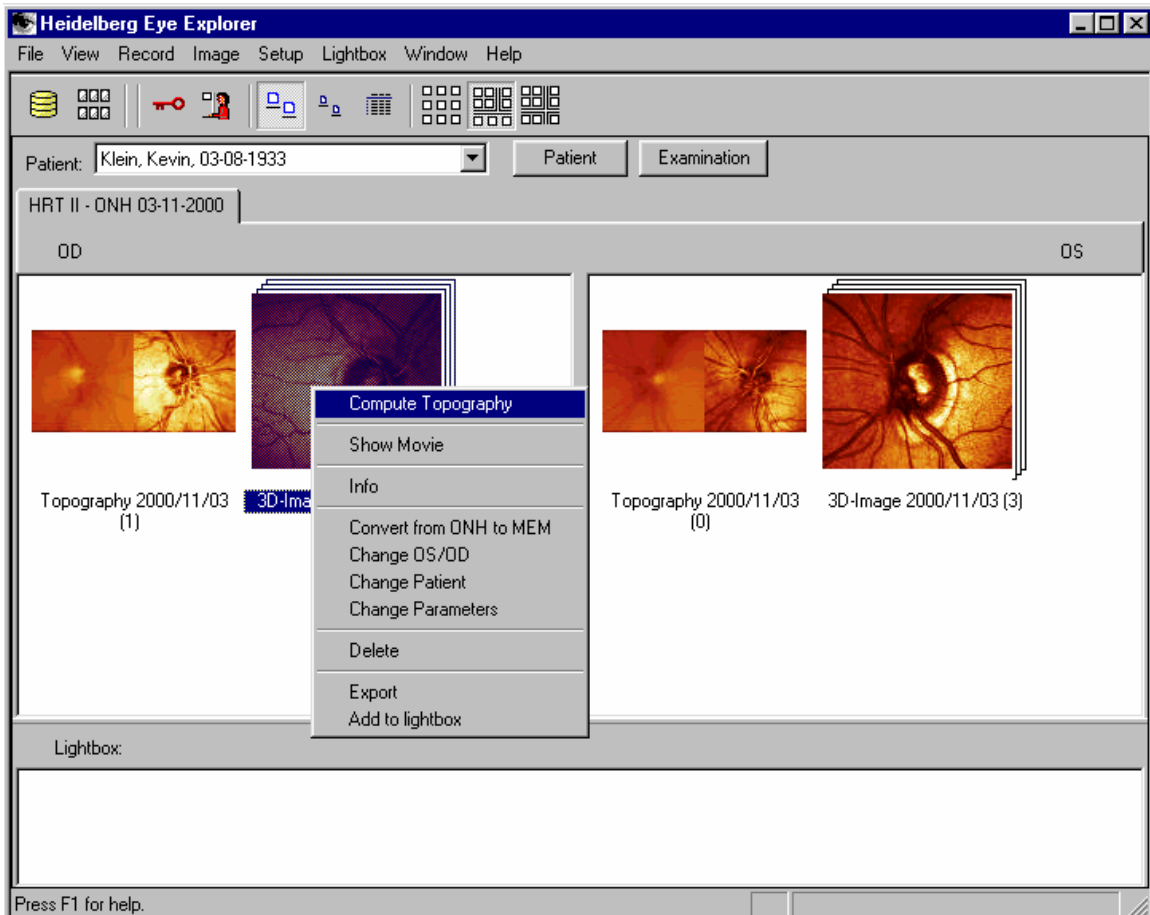
In this example, we are changing the exam from Leo Lopez to Kevin Klein. Therefore, we are selecting Kevin Klein from this drop-down list.

Please note: At this point, you may be prompted to insert an archive disk, with a specific number, if these exams had been archived already. If so, insert the corresponding disk into the optical drive and click on the “Retrieve” button.

5. Click on the OK Button.

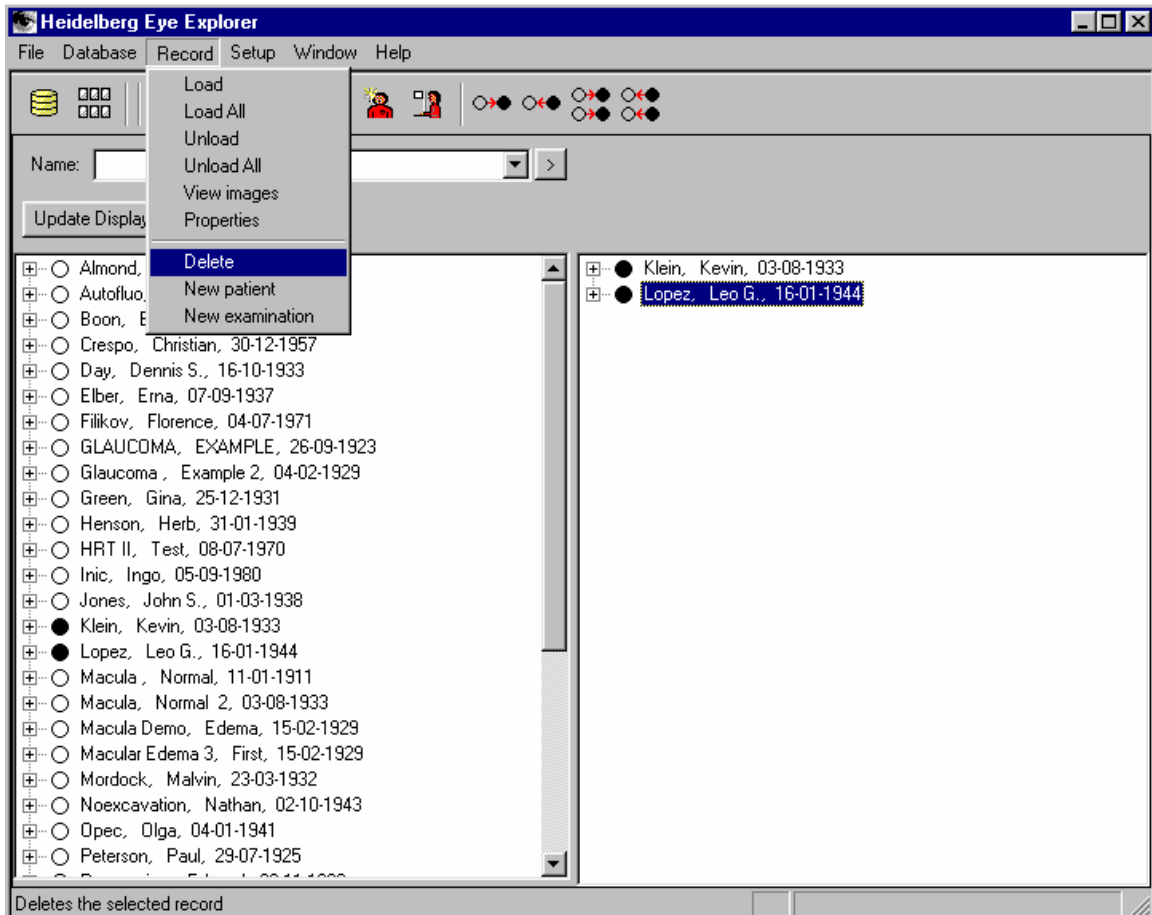


6. When the moving image series window disappears, the topography icon that was moved will no longer appear. At this point, repeat steps 3 through 5 for the other eye.
7. Click on the yellow cylinder icon from the toolbar to return to the database window.
8. Double-click on the patient that the images were moved to on the right side of the database windows. (In our example this is Kevin Klein.)
9. Right-click on the preview icon for the 3-D image series then left-click on "Compute Topography".



10. Repeat step 9 for the other eye.

11. Click on the yellow cylinder icon from the toolbar to return to the database window.
12. On the right side of the database window, left-click on the patient that no longer has images to select it.
13. Click on "Record" from the main menu. Then select "delete" from the list.



14. Click in the box to delete this record. Then, click on the OK button.

